

## What Goes Where in the Annual Report? 2015

### Electronic Material

**General rule:** If service is purchased as a package of titles with no selection on the part of the library, per PLS, count as a database [08-029] and do not include usage in circulation.

**Circulation:** If materials are downloaded for a specific time (e.g. 21 days) may generally be counted as collection.

#### 3M Cloud e-books

Report collection in [09-010 (local) and/or 09-011 (consortium)], Circulation in [09-003], and Expenditure [05-026 (Op. fund) or 05-031 (Other fund)].

#### Ancestry.com Library Edition

⇒ Count as one Local Database [08-029], Expenditure goes in [05-026 or 05-031]

#### Axis 360 e-books

⇒ Report collection in [09-010 and/or 09-011], Circulation in [09-003], and Expenditure [05-026 or 05-031].

#### E-readers or Music-Playing Devices (e.g. MP3 Players)

⇒ Report number owned in [09-022], Circulation in [09-005], and Expenditure in [05-027 or 05-032]

#### E-readers or Multiple Items Loaded on One Electronic Device

⇒ Count as one Circulated Item [09-005]

#### Flipster

Count as one Database [08-029], report number of eSerial titles in [09-024], Uses in [15-030], and Expenditure in [05-026 or 05-031]

#### Freeding

⇒ Count as one Database [08-029], Circulation in [15-030], and Expenditure in [05-026 or 05-031]

#### Freegal

⇒ Count as one Database [08-029], Circulation in [15-030], and Expenditure in [05-026 or 05-031]

#### Gale Databases

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

#### Heritage Quest Online

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

#### HOOPLA

⇒ Count as one Database [08-029], Circulation in [15-030], and Expenditure in [05-026 or 05-031]

#### INSPIRE

⇒ PREFILLED. Counted as 51 Databases [08-028].

#### Mango Languages

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

#### Naxos Music Library

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

#### NewsBank

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

#### OneClickdigital (Recorded Books)

⇒ Report collection in [09-018 or 09-019], Circulation in [09-003], and Expenditure [05-026 or 05-031].

#### OverDrive - NOTE:

⇒ You will report total consortium holdings AND local holdings

#### OverDrive, Audio

Report collection in [09-018 (local) or 09-019 (consortium)], Circulation in [09-003], and Expenditure [05-026 or 05-031].

#### OverDrive, E-Books

⇒ Report collection in [09-010 and/or 09-011], Circulation in [09-003], and Expenditure [05-026 or 05-031].

#### OverDrive, Music

⇒ Report collection in [09-018 and/or 09-019], Circulation in [09-003], and Expenditure [05-026 or 05-031].

#### OverDrive, Video

⇒ Report collection in [09-014 and/or 09-015], Circulation in [09-003], and Expenditure [05-026 or 05-031].

#### Playaway Audio Books

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⇒ Report number owned in [09-022], Circulation in [09-005], and Expenditure in [05-027 or 05-032]

### Project Gutenberg/LibriVox

⇒ Do not report freely available ebooks.

### Rocket Languages

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

### TumbleBooks

⇒ Count as one Database [08-029], Circulation in [15-030], and Expenditure in [05-026 or 05-031]

### Tutor.com

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

### Westlaw

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

### World Book Online

⇒ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

### Zinio

Count as one Database [08-029], report number of eSerials in [09-024], Circulation in [15-030], and

⇒ Expenditure in [05-026 or 05-031]

## Revenue and Expenditures

### Bookkeeping Costs

⇒ If bookkeeper is a temp. or part time employee of the library, report in [05-003]. Otherwise, report in [05-007]

### Debt Service

⇒ [05-014 if from Operating Fund; 05-044 if from other fund]

### E-rate

⇒ Report in Other Federal Grants Operating Fund Income [04-018]

### State Technology Grant

*Could* be reported in [04-012] Other State Operating Fund Income. If receipted to State Tech Grant fund, don't

⇒ report.

### Income from Loans and Bond Issues

⇒ Report in [04-026] Miscellaneous Operating Fund Income

### Internet Access Costs

⇒ Report in [05-008] Communication and Transportation, but not E-Rate.

### Landscaping Expenses

⇒ Report in [05-012] Repairs and Maintenance

### Miscellaneous Expenditures

⇒ Report in [05-016] "Other"

### Performers and Presenters Fees

⇒ Report in Professional Services [05-007]

## Collection and Circulation

### Circulation of YA Materials

⇒ Include with circulation of Adult Materials (National definition of Children's circ is 11 and under)

### Evergreen transits

⇒ NEW: ISL will pre-fill these for you in early January.

### Missing Items in Collection

⇒ Count as part of the collection -- until the decision is made to mark them lost

## Library Board

### New Board Members Added After End of Fiscal Year

⇒ Report the most current membership information available

## Technology

### AWE computers/Early Literacy Stations

⇒ Do NOT count them as Internet Computers [08-036] or in the Number of Uses of Internet Computers [08-032].

Indiana State Library - Library Development Office

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